

Exhibit Services Form
HOLIDAY INN BOXBOROUGH WOODS
 242 Adams Place, Boxborough, MA 01719
 Phone:(978) 263-8701 Fax:(978) 266-9429

Floor Order Applies to Orders Received Within 72 Hours of the Show Set Up Date.

Please indicate below the services you require and the method of payment. Prices are a one-time fee for the length of your show (not per day), excluding high speed internet access. Fax order form with credit card authorization form can be faxed to (978) 266-9429. All payments made by check must be mailed and received no later than 7 days prior to show date. Mail all checks to the address above, attention the Executive Office, payable to the Holiday Inn Boxborough.

IF THE FORM OF PAYMENT IS CREDIT CARD, YOU MUST PROVIDE A COPY OF THE FRONT & BACK OF THE CREDIT CARD OR PROVIDE THE SECURITY CODE FOR AUTHORIZATION. THE SECURITY CODE MAY BE WRITTEN BELOW OR CALLED INTO OUR SALES OFFICE.

Show Name: _____

General Information

Company	
Contact	
Telephone	()
Address	
On Site Contact	Booth #

120Volt Service

Quantity	Service	Advance Order	Floor Order *	Total
	Run 1 Power Cord	\$60.00	\$85.00	
	Dedicated 20 Amp.	\$75.00	\$100.00	

208 Volt Service

Quantity	Service	Advance Order	Floor Order	Total
	Single Phase-20 Amp.	\$75.00	\$100.00	
	Single Phase-60 Amp.	\$100.00	\$125.00	
	Single Phase-100 Amp.	\$110.00	\$135.00	

HIGH SPEED INTERNET ACCESS

	Day 1 Access Line per terminal	\$210.00	\$235.00	Total
	Additional Days per terminal	\$85.00	\$110.00	Total

Telephone/Data Line

No. of Days	Service	Advance Order	Floor Order	Total
	Telephone Line	\$60.00	\$85.00	
	Direct In Dial Line	\$85.00	\$110.00	
	Speaker Phone	\$50.00	\$110.00	

PAYMENT PROCEDURES

Credit Card type: Card Holder Name: Card# Exp. Date:	Security Code:	Credit Card Authorization Form Yes ____ No ____	Grand Total
			Check Amount Enclosed:

Cost of Telephone Lines DO NOT include cost of calls
Orders Without Pre-Payment Will Not Be Processed

Internal Use Only

All Prices Are Subject to a 19% Taxable Administrative Fee and 5% Massachusetts State Tax.